



**TO:** DWD Program Directors  
DWD Local Office Managers and Supervisors

**FROM:** Monty W. Combs  
Deputy Commissioner/Controller *mwC*

**DATE:** May 10, 2005

**SUBJECT:** DWD Policy 2004-37  
DWD Contact Person for Requests for  
Confidential Information

**Purpose:** To communicate the name of the DWD person for requests from governmental and other agencies for confidential information from DWD wage and unemployment benefit files.

**Rescission:** DWD Communication #2002 - 16

**Content:** DWD administers the Unemployment Insurance Program. DWD files contain personal and confidential information received from the agency's clients/applicants. This information is used to carry out the agency's statutory purposes.

When requests are received from governmental, educational and other agencies for personal and confidential information, the following procedure is necessary. A written request from the requesting agency is required in order to gain information from DWD wage and unemployment benefits files.

This written request should be sent to James Coyle, Management Services, 10 N. Senate Avenue, Room SE 305, Indianapolis, IN 46204. Requests can also be FAX'ed to (317) 233-4793. Any questions should be directed to James at (317) 233-2696.

**Effective Date:** May 2, 2005

**Action:** Please inform your staff of the above.

**Review Date:** March 1, 2007

**Ending Date:** May 1, 2007

**Ownership:** Management Services

Mitchell E. Daniels, Jr., *Governor*  
Ronald L. Stiver, *Commissioner*

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